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#### INTELLIGENCE PRODUCTION FACULTY

The Intelligence School was given the responsibility of planning a training program for uncleared personnel for the NPIC. The program began 1 March 1963 and will continue for a period of two years. The IPF planned the program, arranged for the scheduling of the training, and is providing most of the instruction.

The Basic Writing Workshops made an increased and successful use of the programmed text English 3200, A Scientific Program in Grammar and Usage, by Joseph C. Blumenthal. The Workshop Instructors are co-operating in the development of an experimental program for teaching writing.

The Production Skills portion of the IPC has become an established and identifiable element of the JOT instruction, and this portion of the course is now capable of offering interdisciplinary instruction in analysis, briefing, and writing. This same approach is being used in the ORR Advanced Writing Workshop and the Intelligence Research Techniques Course, with the exception of the briefing skill.

A new course research project dealing with Agency activities and methods exclusively was introduced in the IPC. The first class to produce such projects had two of its reports published in the Studies in Intelligence. Both the published and some of the unpublished studies are being used in the IPF training programs, and the reports are providing valuable and supplemental readings.

In October 1962, the IPF taught for the first time a classified course in the basic geography of the USSR. In April 1963, the IPF gave the first of a sequence of unclassified courses on the basic geography of the USSR.

In February 1963 IPF gave the first four week, full-time offering of the Intelligence Research (Techniques) course for medical intelligence officers in the Defense Intelligence Agency. This course played a significant role in assisting in the coordination of intelligence efforts.

#### INTELLIGENCE ORIENTATION FACULTY

The Introduction to the Intelligence phase of Intelligence Orientation was lengthened from one to two weeks with the February 1963 running of the course. The American Thesis element was updated and re-introduced, and coverage of the Clandestine Services and support elements was expanded.

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Two additional runnings of the Introduction to Intelligence were added to the annual schedule. In order to meet the increasing registration as well as requests for special courses by NPIC and other elements, it may be necessary to increase the schedule by two or three additional runnings in the coming year.

#### CLERICAL TRAINING FACULTY

The Office of Personnel's increased emphasis on the recruitment of clerical personnel has resulted in an increased demand on CTF for clerical training. If the present trend continues, the CTF can expect to break all records with an estimated 1,350 for the year.

In addition, the clerical refresher programs have had a substantial increase in enrollment since the Clerical Refresher Program was moved to the Headquarters Building.

#### MANAGEMENT TRAINING FACULTY

Accomplishments and objectives in the management and supervisory training program should be considered in light of the faculty staffing situation. The strength of four instructors on 1 October 1962 was reduced by one in November and another in January 1963. A third completes his scheduled tour in June 1963. Successful pursuit of instruction planned for the fall of 1963 will depend largely upon obtaining replacement instructors.

The faculty recently experimented with a larger class in its GS-5 to GS-10 course in Supervision consisting of 28 students -- almost twice as many students as what was previously considered an "ideal" size group. While minor disadvantages were noted, the class responded well, and it was concluded that very little, if any, instructional effectiveness was lost with the larger group.

In addition, the faculty has participated, more than ever before, in outside programs conducted by the Civil Service Commission and other management-oriented organizations in the metropolitan area. These have consisted largely of one-day seminars, normally conducted by a well-known author, lecturer, or theoretician on current management practices and principles.

#### OTR BRIEFING OFFICER

During this period the OTR Briefing Officer has given an increased number of lectures on counter-Insurgency to State, Armed Forces Staff College, USIA, and Ft. Belvoir.

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